



## **GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS**

### **VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Special Assistant

**SALARY RANGE:** \$93,000 – \$119,811 with benefits.  
DS-301-14

**POSTED:** April 22, 2016

**CLOSING DATE:** June 20, 2016

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### **INTRODUCTION:**

The Office of Police Complaints (OPC) is an independent District of Columbia agency that receives, investigates, and resolves police misconduct complaints filed against Metropolitan Police Department (MPD) and D.C. Housing Authority Police Department (DCHAPD) officers. OPC is led by an executive director (ED) and overseen by the Police Complaints Board (PCB), a five-member board appointed by the Mayor and confirmed by the District of Columbia Council. The agency currently has 22 full time employees.

The OPC is seeking an experienced, self-motivated legal advisor to closely collaborate with the ED to improve community trust in the police forces of the nation's capital and set national standards for civilian review of law enforcement. Membership in, or eligibility to waive into, the District of Columbia Bar desirable.

The Special Assistant provides principal assistance in planning, organizing, coordinating, and conducting assessments and recommendations for police reform. The Special Assistant researches, analyzes and provides advice related to the investigation of police misconduct complaints and provides legal and non-legal support in connection with investigative matters, review of police procedures, and a variety of special projects related to the mission of OPC.

### **RESPONSIBILITIES:**

- Assist the ED in researching, evaluating, advising, and drafting recommendations for police reform that increase public safety, protect civil liberties, and increase the public's trust in the police forces of the District of Columbia.
- Provide guidance and legal support to agency staff on all substantive and operational aspects of the agency; corroborate with the United States Attorney's Office (USAO), District of Columbia Office of the Attorney General (OAG), and other external agencies on litigation and other legal matters affecting agency operations.

- Review, analyze and respond to external requests for information, including subpoenas, FOIA and discovery requests.
- Plan, direct, research, and conduct special assignments and make periodic reports and recommendations to the ED on functional areas of OPC internal operations and external police reform measures.
- Advise, interpret, and update agency staff on relevant legal developments, policies, procedures, best practices, and legislation affecting the oversight of police misconduct.
- Review, research, and advise agency staff on legal issues related to the investigation of police misconduct complaints in general and as it relates to specific active investigations.
- Oversee the complaint examination process for OPC, including the review of investigative reports for legal sufficiency and collaborating with investigators, PCB members and independent complaint examiners.
- Interview, mentor, and supervise legal interns.
- Act for the ED as assigned, to include liaison and communication with internal and external government and community contacts.

#### **QUALIFICATIONS:**

- At least three years of recent, relevant, and substantial legal experience subsequent to admission to any bar, including litigation, investigative, advisory, or comparable legal experience as it relates to the mission of OPC.
- Proven ability to work with efficiency, tact, integrity, and good humor.
- Strong ability to communicate effectively, both orally and in writing to ensure a clear and concise presentation of ideas and concepts of a technical nature to a wide range of personnel and stakeholders.
- Knowledge of the legal issues related to police accountability, law enforcement procedures, civil rights, and the criminal justice system.
- Ability to identify problems, initiate solutions, and execute multiple tasks while responding to a myriad of priorities; high tolerance for flexibility and addressing unforeseen challenges.
- Strong legal research, analytical, and writing skills.
- Advanced skill in interpreting and applying legal knowledge to unique circumstances.
- A genuine commitment to the mission of OPC.

#### **ADDITIONAL INFORMATION: Please include a cover letter with resume**

**To Apply: go to: [http:// careers.dc.gov](http://careers.dc.gov) and search JO-1603-5050**

For more information about OPC, please visit the agency's website:

[www.policecomplaints.dc.gov](http://www.policecomplaints.dc.gov)